



## **JOB DESCRIPTION**

Position Title: **Senior Coordinator**

Working Title: **Right-of-Way Agent**

Class Code: 5310

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

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### **Major Function**

Work involves performing real estate functions relative to title searches, acquisition of land, and preparation and execution of related documents as required in support of Seminole County engineering and construction projects.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Conducts title and deed searches, prepares and initiates documents for purchasing or procuring rights-of-way easements, and other parcels of land, to include all necessary legal instruments required to support inventory and land acquisition functions.

Provides support for the Public Works Department in easement and right-of-way acquisition including negotiations and coordination with Legal Services and other County offices as needed. Coordinates acquisition process from initial contacts through property closing and recording of documents. Performs in-house property appraisals.

Review all Seminole County Right-of Way Vacate and Abandonment requests. Reviews all Seminole County THIF Deed Road Reservation release requests. Reviews all Florida Department of Transportation State Road Transfers of Interest requests.

Establishes and maintains an inventory of rights-of-way and easements and of other legal records as required. Provides information to the general public and all other County Departments, including the County Attorney's Office, regarding such matters as land ownership, availability of public access, ingress/egress rights and jurisdictional responsibility.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Considerable knowledge of title search procedures; all aspects of the preparation and recording of official land records including the requirements concerning form, content, and recording sequences necessary to validate the legal documents. Knowledge of property values in the County, laws relating to real property acquisition. Knowledge of the techniques of real property negotiation, the Rectangular Survey System, County Parcel Identification System, Building and Zoning Regulations and platting requirements.

Ability to prepare contracts and other legal documents. Ability to read and interpret right-of-way maps, construction plans, surveys and legal descriptions. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with other County personnel, property owners, and the general public. Ability to maintain accurate technical records. Ability to utilize computer technology to develop and access many pertinent databases, such as the GIS system.

Associate's Degree in Real Estate, Business or related field and five (5) years' experience in conducting real estate title searches and/or preparing abstracts. A State of Florida General Appraisal Certification may be required to perform in-house property appraisals.

Must possess and maintain a valid Florida Driver's License.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

The working environment for this position is typically a general office setting and with various work duties that are performed in the field. The incumbent in this position normally performs duties sitting at a desk or table and walking over County owned property or property to be purchased. This position may require prolonged sitting and standing to perform job duties.